

CIVIC AUDITORIUM RENTAL AGREEMENT

OFFICE USE ONLY

DEPOSIT REC. DATE: _____
BALANCE DUE: _____
DATE DUE: _____

I/We, _____ agree to rent the **Civic Auditorium** for the time period, beginning _____ through and including _____ for the sum of \$ _____ dollars per **8-hour session**. If you wish to rent any of the side rooms listed below, the appropriate fee will be charged.

SIDE ROOMS: (minimum of 3 hours)

Room 3	\$ 7.00 Per Hour _____	Conference Room	\$13.00 Per Hour _____
Rooms 3 & 4 together	\$ 8.00 Per Hour _____	FunFest Room	\$12.00 Per Hour _____
Room 4	\$ 6.00 Per Hour _____	History Room	\$12.00 Per Hour _____
East Room	\$12.00 Per Hour _____	West Room	\$12.00 Per Hour _____
All Side Rooms	*\$300.00 (per session) _____		

***ALL SIDE ROOMS CAN BE RENTED FOR \$300.00 PER SESSION IN CONJUNCTION WITH AUDITORIUM.**

*** IF SALES ARE CONDUCTED IN SIDE ROOMS, RATES PER HOUR CHANGE. CIVIC MANAGEMENT WILL PROVIDE ESTIMATE.**

*** USERS MUST PAY FOR ADDITIONAL SECURITY WHEN DEEMED NECESSARY BY THE KINGSPORT PARKS & RECREATION DEPARTMENT Off duty police officers cost \$25 per hour with a 3 hour minimum.**

Marquee \$ 10.00 per day _____ Police Officer Yes _____ No _____ Special Equipment (i.e. bounce house, etc.) Yes _____ No _____
 Damage Deposit Yes _____ No _____ Amount of Deposit _____ Alcohol Insurance Yes _____ No _____
 Piano User Pays to have tuned _____ (Tuner must be approved by Management)

IF AN EVENT IS OPEN TO THE PUBLIC, THE RENTER IS REQUIRED TO HAVE A \$1,000,000 LIABILITY INSURANCE POLICY NAMING THE CITY OF KINGSPORT AS AN ADDITIONAL INSURED. IF ALCOHOL IS PRESENT (SERVED OR BRING YOUR OWN), RENTER IS RESPONSIBLE FOR OBTAINING ALCOHOL LIABILITY INSURANCE (MINIMUM AMOUNT \$1,000,000) NAMING THE CITY OF KINGSPORT AS AN ADDITIONAL INSURED, ALONG WITH ALL APPROPRIATE LICENSES AND PERMITS. MANAGEMET RETAINS THE RIGHT TO REQUEST ADDITIONAL INSURANCE COVERAGE IF DEEMED NECESSARY.

User is responsible for reporting and remittance of all applicable taxes, including State of Tennessee Sales Tax. Also, the user understands that the management of the Civic Auditorium provides contact information of the user to the State of TN Department of Revenue.

I/We agree to pay \$40 for each additional hour past the 8 hour rental agreement needed for set-up, clean up, and/or supervision of the building, deemed necessary by the management. Main auditorium rentals will occur within the time frame of 8am to 12am. Any additional time needed beyond this time frame will be determined, pending authorization of management.

I/We agree to pay for any undue clean up and/or damages to the facility as a result of the sponsor's use, and to pay for any additional service or equipment needed that is not provided by the City of Kingsport, and to comply with all rules and ordinances of the City of Kingsport.

The City of Kingsport agrees to provide auditorium facilities and personnel of the auditorium, the tables, chairs and other equipment it owns, and other reasonable services approved by the auditorium management, for the fees charged above. The user agrees to repair/replace any and all lost/damaged auditorium equipment used in conjunction with this rental. Pre-storage and post storage is not the responsibility of the auditorium. User must remove equipment, etc., immediately following conclusion of the event within the renter's contractual timeframe. The City of Kingsport will not be responsible for any lost, stolen or damaged items of the user.

I/We hereby agree to defend, indemnify and hold harmless, the City of Kingsport, Tennessee, its officials, employees and assigns, from all claims, demands, damages, actions, expenses, attorney's fees, and cause of action that may arise from the user for any reason arising from the use or lease of the Civic Auditorium, including, but not limited to, tortuous activity, intentional acts, breach of contract, or violation or the copyright law. This clause shall survive the termination or completion of this rental agreement.

NOTE: Reservations for the Main Auditorium can only be made 12 months in advance. A security deposit of \$150.00 is required to hold the facility. This deposit will go towards the rental fee. An additional damage deposit may be required if Auditorium Management deems necessary. All fees associated with this rental agreement must be paid in full THIRTY (30) days prior to your reservation date. A thirty (30) day cancellation notice is required for the auditorium. No refunds will be given if cancellation occurs within 30 days of the scheduled event. If the event requires liability insurance, User agrees to provide a certificate of insurance naming the City of Kingsport as additional insured, at least thirty days prior to the date of the event.

This agreement is entered into this _____ day of _____, **2020**.

SIGNED AND APPROVED

Signature of Management

Manager
Title

(423) 229-9457
Phone

Signed: _____
Signature verifies renter is 18 years of age or older

By: _____

Address: _____

Phone: _____

Dear Patron:

Attached to your Rental Agreement you will find a floor plan and information sheet for use of the Civic Auditorium. Within **Thirty (30)** days of the reservation please complete and return them with your remaining rental balance. These may be hand delivered to our office, inside the Civic Auditorium, Monday through Friday from 8:00 a.m. to 5:00 p.m. You may also mail them to the above address. If you wish to mail your contract, please keep a copy for your records.

If you wish to use the marquee located in the front of the building, there are four (4) lines with space for seventeen (17) letters or spaces on each line. The cost for the marquee is \$10.00 per day. The sole purpose of the marquee is to promote the Auditorium and the events hosted. The use of profanity on the marquee is prohibited. Management has the authority to deny or prohibit use of the marquee. Promotions on the marquee are not considered an endorsement by the City of Kingsport.

ALL SETUPS WILL BE SET TO FIRE CODE SPECIFICATIONS!!

IF AN EVENT IS OPEN TO THE PUBLIC, THE RENTER MUST HAVE \$1,000,000 IN LIABILITY INSURANCE NAMING THE CITY OF KINGSPORT AS ADDITIONAL INSURED. PROOF OF THIS INSURANCE MUST ACCOMPANY THE RENTAL AGREEMENT. Please call our office for more information or if you have any questions.

RULES & REGULATIONS TO FOLLOW WHEN RENTING THE AUDITORIUM

- No illegal substances or weapons are allowed on City Property
- Other than service animals, pets are not allowed inside the facility.
- Reserving party is responsible for all damages.
- The Kingsport Civic Auditorium is a smoke-free facility. User agrees to abide by and enforce this requirement.
- No open flames.
- No overnight parking unless authorized by management.
- Signage must be displayed on our marquee or on yard signs 100 feet from entrances.
- In the event of weather related cancellations and or closings of the auditorium, the Kingsport Parks & Recreation Department will issue such notice through standard public information format. In such cases, the reserving party will have the option of receiving a full refund or re-scheduling the event.
- Please keep patrons attending your event in the rental space.

PHOTO RELEASE

I agree to grant to the City of Kingsport Parks and Recreation Department and its authorized representatives permission to record on photography film and/or video, pictures of my participation. I further agree that any or all of the material photographed may be used, in any form, as part of any future publications, brochure, or other printed materials used to promote the City of Kingsport Parks and Recreation Department, and further that such use shall be without payment of fees, royalties, special credit or other compensation. Yes _____ No _____ (Initial here)

I/We _____ faithfully observe and comply with any and all rules and regulations as set forth in the above rental agreement guidelines and policy's.

Signature: _____

Date: _____

Civic Auditorium Rental
Information Sheet

Contact Person: _____

Address: _____

Phone: _____ Alternate Phone Number: _____

E-Mail: _____

Event Description: _____

Time of Event: _____ Open To Public: Yes or No

Admission: \$ _____ Estimated Attendance: _____

NOTE: The user is responsible for reporting and remittance of taxes, including State of TN sales tax. Also, the user understands that the management of the Civic Auditorium provides contact information of the user to the state of TN Dept of Revenue.

Ticket Outlets: _____

Please complete all information on this page and return to the Civic Auditorium along with your contract and layout sheet.

MARQUEE (IF NEEDED) DATE TO PUT UP _____

Line 1 _____

Line 2 _____

Line 3 _____

Line 4 _____

(REMINDER: You can have up to 17 letters/spaces per line on the marquee)

Thanks!

Signature: _____ Date: _____

To help us serve you better, please fill in the following information concerning your Civic Auditorium rental.

MAIN AUDITORIUM

Please indicate the number needed of the following equipment:

8 ft. Tables _____ Chairs _____
*8 in. Risers _____ *16 in. Risers _____ 24 in. Risers _____
Other (explain): _____

Please indicate if you wish to use the following equipment (if available):

*Marquee _____ Piano (user to pay for tuning) _____ Podium with Microphone _____
Microphone on Stand _____ Other (Explain): _____

*Denotes possible additional charges – contact our office for details.

Please indicate date/time needed:

Setup Purposes _____ (date)	_____	_____	_____
Function Begins _____ (date)	_____	_____	_____
Function Ends _____ (date)	_____	_____	_____
Breakdown _____ (date)	_____	_____	_____

MEETING ROOMS (IF APPLICABLE)

Please indicate the room(s) needed for your event

FunFest _____ East _____ West _____ Room 3 _____
Room 4 _____ Rooms 3-4 _____ Conference Room _____ History _____

ADDITIONAL INFORMATION

Please explain, in detail, any pertinent information concerning facility setup, special needs, or function details that would assist us in served you further: _____

Please list the name and telephone number of the person in charge of public information for the function:

Name _____
Telephone Number _____ E-Mail Address _____
Signature _____ Date _____

Please return this form at least 30 days prior to event.

Civic Auditorium Diagram

This diagram is required in order to ensure a proper set-up

FRONT DOORS



Doors

Doors

Doors

Doors

STAGE